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20 September 1968

MEMORANDUM FOR: CIA Records Management Board

THROUGH

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SUBJECT

: Initial Report on Purge of Inactive Records

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1. I have designated [REDACTED] Assistant Executive Secretary of the United States Intelligence Board and [REDACTED] Executive Secretary of the SIGINT Committee, as the officers in the USIB Secretariat responsible for supervising the records purge and follow-on procedural improvements. This report was written following consultations with [REDACTED] particularly regarding the unique nature of our records holdings which are almost exclusively USIB documents of concern to the entire intelligence community rather than solely CIA documents.

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2. Record Center holdings are as follows:

a. Approximately four cubic feet of key records regarding the USIB's predecessor, the Intelligence Advisory Committee, in single copies.

b. Since 1961 the Executive Registry has forwarded one copy of every official USIB document (except USIB SIGINT papers) to the Agency Records Center for the Vital Materials Program. We do not know the cubic volume of their holdings, however it would be relatively small. *c. 15 cu ft for [REDACTED]*

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c. The Special Intelligence Staff (SPINT) of DD/S&T forwards to the Agency Records Center a single copy of all USIB SIGINT papers which SPINT considers should be retained in the Center. *c. 6 cu ft for [REDACTED]*

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3. To our knowledge the USIB and IAC records listed above represent the most complete file of USIB and IAC records held outside the USIB Secretariat. We are not aware of how extensive the record holdings are of the various USIB member agencies. The

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USIB Secretariat however is considered to be the official office of record for all USIB documents. The holding of single copies of papers listed in paragraph 2 above is therefore believed to be fully justified in support of:

- a. The maintenance of permanent USIB records for the intelligence community.
 - b. The Vital Materials Program in case of emergency relocation.
 - c. For historical research purposes in connection with the history of the IAC, the USIB, and the intelligence community, especially with respect to the role of the DCI as the Chairman of USIB.
4. In view of both the current and historical value of the USIB and IAC documents held at the Records Center it would appear that microfilming might be the most practicable method of reducing the volume of records. Even the most careful and selective destruction might not be justifiable from an historical point of view. An additional factor to be considered is that these records are not solely of concern and interest to CIA, but to the entire intelligence community.
5. We do however plan to review with the O-DCI representative on the Records Management Board the adequacy, usefulness, necessity and efficiency of the present records holdings and procedures of the USIB Secretariat relative to the overall review of the Agency Records Center.
6. As an additional comment, it is possible that the existence of the complete USIB file in the USIB Secretariat could provide justification for the destruction of some of the non-current USIB documents being held within CIA components. The Secretariat is prepared to provide access to such USIB documents by authorized CIA personnel at any time providing the request for such access is coordinated through the USIB Support Assistant in O/DDI.

[REDACTED]

Executive Secretary, USIB

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